

Subject: 2018 New Beginnings

From: Rita Moreno <rita.moreno@lacity.org>

Date: 01/29/2018 04:36 PM

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Hello Everyone:

Hope 2018 has started off with much promise. I am writing to provide you with a few "house keeping" items.

As you know, our Division has moved to the 3rd floor of City Hall. And, both Miranda and Rosemary are out of medical leave. Consequently, we need to ensure that mail is delivered to the right office.

All your **correspondence, including invoices**, should be sent to the attention of:

Holly L. Wolcott
Office of the City Clerk
200 N. Main Street, Room 395
Los Angeles, CA 90012

Some of you may have noticed that invoice payment has been a bit delayed. We have had a few problems on our end, but you can assist us by making sure your invoices are accurate. Please be sure to include the following on your **invoices**:

Invoice #
Contract #
Agency #
Original wet signature
Transmittal attached

Double-check the amount of your invoice with that on the transmittal and that the BID name is consistent with that approved by City Council. If you lack any of this information, let me know and I will provide it to you.

As we near the end of the month, please note that the **4th Quarterly Report and Newsletter** for 2017 are due on Wednesday, January 31, 2018. We do not need a hard copy so please email them to me as soon as possible.

For those of you interested in submitting your invoices online, the attached Powerpoint presentation discusses the Controller's new **Vendor Self-Service (VSS) online invoicing** procedure through the city's Financial Management System (FMS). This presentation was provided to the BID Consortium last year at the meeting hosted by the Greater Chinatown BID.

There are step-by-step instructions on getting started, going online to track your funding and submitting paperless invoices for your BID.

Finally, please let me know when you will be holding your Annual Stakeholder Meeting as I would like to attend.

Thank you and I look forward to continuing to work with you in 2018.

Rita

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— Attachments: —

Presentation on Vendor Self Service VSS on FMS.pptx

4.1 MB